

Republic of the Philippines
MGO MOTIONG, SAMAR (WESTERN)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO MOTIONG, SAMAR (WESTERN) in the CSC website:

KATHLYNN JOY B. DE GUIA

Date: November 14, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide III (Driver I)	1011-8	3	10,594	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat I)	N/A	Office of the Mayor
2	Environmental Management Specialist II	1011-17	15	26,323	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Mayor
3	Administrative Aide I (Utility Worker II)	5593-79	1	9,388	Must be able to read and write	None required	None required	None required	N/A	Municipal Agriculture Office
4	Administrative Aide I (Utility Worker II)	1011-21	1	9,388	Must be able to read and write	None required	None required	None required	N/A	Office of the Municipal Disaster Risk Reduction Management
5	Secretary to the Sangguniang Bayan	1022-1	24	66,308	Bachelor's Degree preferably in Law, Commerce or Public Administration	None required	None required	First grade or its equivalent	N/A	Office of the Sangguniang Bayan

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 29, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

KATHLYNN JOY B. DE GUIA

HRMO I

Motiong, Samar

hmmotiong@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.